

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
CHILDREN'S SYSTEMS OF CARE  
COUNTYWIDE SERVICES DIVISION**

**VACANCY ANNOUNCEMENT**

**THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH**

**Senior Typist Clerk**

Children's Systems of Care Countywide Services Division is seeking a highly-motivated and organized team player to fill the full-time position of Senior Typist Clerk (STC).

**Essential Job Functions:**

- Supervise appropriate staff, including training and developing staff and Performance Evaluations
- Oversight of D-rate Program assignments and daily workflow
- Coordinate Family Child Index (FCI) administrative workflow and coverage
- Enter new clients in IBHIS, process SRL/Admission bundles, and scan documents into IBHIS
- Run IBHIS reports to ensure that all claims by staff are attested to and post claims by due date, alerting supervisor of missing documentation
- Perform general office duties, such as answering and routing telephone calls, responding to inquiries, filing, photocopying, document scanning, etc.
- Enter and update data into the Department's various computerized systems
- Work on special assignments and reports under direction of supervisor

**DESIRABLE QUALIFICATIONS:**

- Experience supervising staff desirable but not required
- Knowledge of the Department's Policies and Procedures
- Excellent communication and organizational skills
- Ability to work independently and as a team with various disciplines
- Comfortable working in a fast-paced, dynamic environment
- Proficient in Microsoft Word, Excel, and Outlook, as well as IHBIS
- Flexibility with the ability to multi-task

Interested individuals currently holding the title of STC are encouraged to email or fax a cover letter, resume, last 2 performance evaluations, and 2 years of the master time history to:

Karmen Aghakhani

Fax: 213-252-0230

[Kaghakhani@dmh.lacounty.gov](mailto:Kaghakhani@dmh.lacounty.gov)

**Please respond no later than February 6, 2015**